

DD/I Area

Significant Major Accomplishments

Nov. 1, 1956 - May 1, 1957

1. Assistance to Consultants in Analyzing Library Operations

- a. Preparation of 12 detailed charts of the processing of document input through the Document Division and the Machine Records Division - 37 processing categories were identified.
- b. Preparation of chart of Intellofax Service.
- c. Preparation of a Statistical Summary - based on 1956 figures - for 10 major document input categories and ten major processing patterns, to show: volume, man years utilized, unit and total costs for direct labor and rental equipment. Preparation of same data for Intellofax service.
- d. Preparation of 8 exhibits in six functional categories of 44 forms used to process the input and dissemination of documents in Document Division and Machine Records Division.
- e. Assisted in consultations concerning proposals for revisions in layout and processing methods.
- f. Preparation of scale drawings of the floor plan of Document Division and Machine Records Division for use by the Consultants in planning rearrangement.

All of the above charts and statistical summaries are also being used by OCR officials in streamlining of procedures, reorganization, and re-allocation of functions.

2. Survey of Procedures For Deprocessing Separating Agency Employees. Made five major recommendations (concurring in by Personnel, Logistics, DD/P, Comptroller and OCR) for improving record-keeping and procedures and for instituting controls over the deprocessing of employees separating from CIA, going on LWOP, etc. Primary recommendation concerned the development of headquarters and field handbooks of deprocessing procedures (including new improved procedures) to replace 37 regulatory issuances on the subject. On 31 October 1955 Finance Division had in process over 100 collection cases involving \$45,000. Implementation of the recommendations should prevent future collection cases resulting from procedural or record-keeping deficiencies.

3. Survey of Administrative Staffs of All DD/I Offices. Obtained detailed task list information from all Administrative Staffs, developed work distribution data regarding allocation of administrative activities throughout DD/I Administrative Staffs, and provided Assistant to the DD/I (Administration) with statistical data and a technique - based upon arithmetic averages of all DD/I Offices - for examining requests for increased T/O's and ceilings, organizational and functional changes and position grade changes. Also provided basis for Office of Personnel review of re-classification requests and pinpointed areas requiring further study.
4. Management Survey of CIA Watch Office. Made 15 recommendations for improving functional allocations, personnel allocations, organization and procedures, and enhancing effectiveness of Watch Office in alerting the President, DCI, DD/I, and other government officials upon receipt of critical information affecting U.S. security. All recommendations accepted and are being implemented.
5. Establishment of CIA ELINT Responsibilities. Developed functional statements for ELINT Staff Officer and other CIA participants in ELINT. E.S.O. and participants reviewing functions for submittal to DDCI. Will result in: improved ELINT programming; clearer allocation of responsibilities for ELINT research and development; improved basis for planning and budgeting for ELINT expansion.
6. Implementation of Survey in DD/I Area of Problems Regarding Document Volume and Handling. Previously recommendations were made for reducing time lags in getting documents to intelligence analysts, including the promulgation of a strongly-worded Office regulation relative to time limits for holding documents by individual and/or branch, the education of intelligence analysts in using OCR facilities, and extension of practice of obtaining or reproducing extra copies to expedite routing between components. DD/I established a policy emphasizing the importance of expediting movement, advising analysts of the availability in OCR of microfilm copies of documents and directing that no office or individual will hold a routed copy for more than a maximum of two working days.
7. Procedure for Reporting Conversations. Analyzed the present procedure for reporting conversations and, in cooperation with the Chief, RCS and the Chief, RMS, developed a proposed regulation and form for the reporting of substantive and policy conversations by Agency officials. Request came from the DCI via DD/I who has approved the proposed procedure and regulation. Publication of the regulation has facilitated rapid identification and use by the DCI and other officials of reports of conversations concerning intelligence information and inter-Agency policy matters. (By 1 May 33,800 forms had been requisitioned by the Operating Offices.)

8. Study of ORR Reorganization. New ORR organization adopted three major and several minor Management Staff recommendations including (a) assignment of Support Staff to Office of AD/RR rather than to ERA; (b) assignment to Support Staff of authority to control special intelligence handling throughout ORR; (c) assignment to Support Staff of S.I. security control in ORR; (d) coordination with OBI of responsibilities of Geography Division, ORR; (e) reallocation of analyst manhours to annual production program for closer conformity with T/O and ceiling.
9. Reduction of Tables of Organization to Ceiling, DD/I Area. Assisted ORR, OCR, Contact Division, OSI, and OCI in preparing and submitting work burden T/O's, reducing T/O to ceiling, and integrating military slots into the organization and work burden.
10. Revision of Regulations on the Organization and Functions of CIA. Coordinated and resolved non-concurrences on a comprehensive statement, including Creation and Authority, Mission, Functions, Organization and Administration, to be issued as unclassified, permitting use in congressional relations, public relations, budget hearings, etc.; clarified organizational relationships and echelons on organization chart.
11. Management Survey of Acquisitions Branch, CIA Library. Recommendations accepted by OCR for a workable, functional organization and for streamlining work flow, improving methods, layout, and systems, together with time and labor-saving equipment and devices to facilitate and expedite the receipt and dissemination of over 100,000 foreign books, papers, and periodicals to CIA components and other IAC intelligence producers.
To date: disseminating counters have been designed (by O&M Staff) and under construction by PBS; gravity conveyor, sorters, tying machine, wheeled trucks, trash disposal trucks, and special stools and furniture selected, ordered and received; new control and dissemination system developed and installed; and furniture, equipment, and machines (approximate replacement value - \$9,800) declared excess.
12. OCR Reorganization. O&M Staff advice and previous recommendations incorporated in new organization: Improved, standardized organization for machine components; retention of a functional type organization for foreign acquisitions; transferred emphasis from support function to substantive area of Industrial Register; and retention of International Conferences Branch in Liaison Division.